***This outline may or may not change depending on what was agreed upon by the Sponsor and Trainer. In some circumstances, the schedule below is adapted to fit the needs that best serve their local community. Please verify with the Sponsor that the schedule below is correct.***

## training Schedule: DAY ONE

**9 am – 6 pm**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Discussion Points** | **Duration** |
| **Welcome and Intros****9:00 AM – 10:30 AM** | Welcome – Introduce yourself, have participants introduce themselves to youTraining Purpose/AcknowledgementOrientation – Vision – Tension/TransformationWhat is transformation?What is a Leader?L – learnerE – ears to hearA – adaptableD – directionE – environmentR – resource and responsibility |  1 ½ hours |
| **Orientation****10:45 AM – 12:00 PM** | ParadigmsThumbs Up ExerciseParadigms, How To ParticipateGround RulesDyadsQuote & Open Sharing | 1 ½ hours |
| **Self Assessment Exercise****1:00 PM – 3:45 PM** | Gather in groups of three, Partner A is the speaker, Partner B is the listener and Partner C is the observer. Partner A completes the sentence stems, B listen and C observes attitude and mood. Then they shift roles and go again. Then once again.Open Sharing on the process | 2 ¾ hours |

|  |  |  |
| --- | --- | --- |
| **Topic** | **Discussion Points** | **Duration** |
| ***BREAK 3:45 PM – 4:00 PM (slide 45)*** |  |  |
| **Difficult Conversations****4:00 PM – 4:30 PM** | Belief ChartImpact vs. Intent | 30 minutes |
| **Cordial Hypocrisy &****Assessments****4:30 PM – 5:15 PM** | What is Cordial Hypocrisy?Define Assessments Sharing AssessmentsQuote | 45 minutes |
| **Forgiveness****5:15 PM – 6:00 PM** | Define what “Getting Off It” meansQuotesScriptDyadsGetting of It HomeworkWrap UpQuote | 45 minutes |

## TRAINING Schedule: DAY TWO

**9 am – 6 pm**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Discussion Points** | **Duration** |
| **Welcome/Recap** **from prior day****9:00 AM – 10:15 AM** | Open Sharing from “Getting Off It” Homework1. What did you get off and with whom?2. Were you surprised by anything, if so, what was it?3. What did you notice about your attitude or mood in the process?STOP IT Movie Clip | 1 ¼ hours |
| **Power & Affirmation** **Exercise****10:30 AM – 12:30 PM** | 1. Tee Up first part of exercise2. Begin exchange; after all cards are exchanged move to debrief.3. Explain 2nd part of the exercise4. Have participants engage process (something they can do there) | 15 min1 ½ hours15 min |
|  ***LUNCH BREAK 12:30 PM – 1:30 PM (slide 89)*** |  |  |
| **Open Sharing****1:30 PM – 1:45 PM** | Sharing learning, realizations, insights from the morning  | 15 min |
| **Regrets/Vision****1:45 PM – 2:45 PM** | Ask participants to write down all of their regrets, allow time for journaling. Then ask them to write all of their dreams, vision, goals etc…Chart amount of energy spent on regrets – highlight that is energy not available for their vision – then take open sharingScriptures on everyone having a place, a gift to give | 10 min10 min30 min10 min |

|  |  |  |
| --- | --- | --- |
|  **Topic** | **Discussion Points** | **Duration** |
| **Personal Declarations****3:00 PM – 4:00 PM** | Personal Leadership Branding Creating a personal leadership brandWorking with your small group to hone your declarationStanding in front of the entire room to make your declaration | 1 hour |
| **Conversations for Action****4:00 PM – 4:45 PM** | Promising & Requesting & Debrief Promise & Request1. Individually, write down 10 specific actions that you will take to support your team declaration. Include timelines for each action, be sure to include actions that you can start right away and within the next 24hours, 48 hours, 72 hours, next week, 2 weeks, 3 weeks, a month from now. They will have a marked Calendar.
2. Include the distinctions of declaration, promise and request
3. Be prepared to share them with the group and give and receive feedback to support clarity.
 | 30 min |
| **Appreciation Mingle****4:45 PM – 5:00 PM** | Have participants mingle with each other, sharing ways that they have appreciated their fellow employees participation during the past 2 days, be specific. | 15 minutes |
| **Wrap Up Day 2****5:00 PM – 5:30 PM** | 1. Wrap up conversation2. Complete Feedback Forms3. Receive Offering | 30 minutes |